

**ADDENDUM #1
TO SPEC. 05-198**

RFP

Leasing Office Space for Department of Urban Development

Addendum #1 to Spec 05-198 for RFP Leasing Office Space for Department of Urban Development, to be opened on Friday, August 19, 2005 at 12:00 noon.

Please note the following questions concerning this RFP:

Q-1) General Requirements: Section 2.2 indicates” The Program Summary contains a breakdown of estimated space requirements.” Is there a separate document entitled “Program Summary”?

A-1) There is not a separate document entitled “Program Summary,” please delete this section.

Q-1a) The following Section 2.2.1 indicates”the proposer shall use the ‘Space Req’d (sf)’ column of figures” as the basis for computing lease amounts. Is there a chart of some kind indicating the space requirements for each type of area?

A-1a) Space requirements are not detailed further due to the fact every building is different and unique.

2) Additional Requirements: Section 3.4.1 Individual offices

Q-2a) Is there a minimum or maximum size for any of the 26 offices specified?

A-2a) Our current offices range from 90 square feet to 255 square feet or an average of 132.5 square feet.

Q-2b) Should all offices be exactly the same size or are slight variations in size acceptable?

A-2b) Office size may vary. Six managers will occupy the largest offices.

Q-2c) Are Sidelights required or preferred?

A-2c) Side lights could be evaluated in Section 16 of the RFP “Evaluation” 16.2.3 the quality (image) of the building and space.

Q-3) Additional Requirements: Section 3.4.2 Reception Area: How many visitor waiting chairs are required?

A-3) A minimum space for 4 chairs.

4) Additional Requirements: Section 3.4.5, Break Room

Q-4a) Are table/seating planned for this room? If so, how many?

A-4a) A minimum space for a 3' x 6' table and four chairs.

Q-4b) A sink is required, but no specification is included on counter space. How much counter space is required, if any?

A-4b) Counter space would be expected next to the sink. Size is not specified due to the difference in properties. We would suggest a minimum of 2' x 3'.

Q-4c) Are there any specific electrical requirements, for this room for microwave ovens, vending machines, etc.?

A-4c) No specific electrical requirements.

5) Proposal: Section 7.4, Lessor Improvements:

Q-5a) Section 7.4.7 calls for walls to be “ready to paint.” does this mean the Tenant is planning on painting their own walls?

A-5a) Walls should be finished and painted, if not they must be painted by time of move in.

Q-5b) Section 7.4.8 calls for “Demising walls and doors for the majority of the offices.: Which offices don’t require doors?

A-5b) This was written to allow us to use someone's “existing space”. The more offices with walls and doors, the better.

Q-5c) Section 7.4.13 calls for “perimeter wall electrical requirements” to be included? Are there electrical requirements on any of the interior walls?

A-5c) Electrical must meet city codes. We have typical office electrical needs.

Q-5d) Section 7.4.14 calls for “Gypcrete floor topping, if required.” Does this mean the Tenant will be supplying their own floor covering (Carpet, tile, etc.)?

A-5d) The City will not be supplying floor coverings.

Q-5e) Section 7.4.15 calls for the Lessor to provide “Existing ceiling repair.” If no ceiling exists, is Lessor to provide a new ceiling?

A-5e) Ceilings are to be appropriate for office environment without water spots or damages.

6) Section 9, Custodial services:

Q-6a) Does the Tenant have a specific cleaning schedule they prefer?

A-6a) Cleaning should be bid on a daily (5 days/week) basis.

Q-6b) Is it acceptable to provide cleaning services after normal business hours?

A-6b) Cleaning is preferred after hours.

7) Section 11, Parking

Q-7a) Section 11.1.2 calls for client/visitor parking to be within ½ block of the proposed office building entrance. Is metered, on-street parking acceptable to meet this requirement?

A-7a) Metered on-street parking is acceptable for client/visitor parking.

Q-7b) Section 11.1.3.1 calls for staff parking of “twenty-five (26) spaces.” Please clarify the number required.

A-7b) 26 spaces.

Q-7c) Section 11.3 requires one handicap parking space to be adjacent to the office. Does an on-street handicap parking space near the front door of the building containing the office space meet this requirement?

A-7c) Yes, on-street handicap parking is acceptable.

Q-8) Will the City negotiate the final lease price and terms and conditions.

A-8) The City always reserves this right.

Q-9) In section 8, “Lease Format” 8.2 speaks to lease purchase is the City interested in purchasing?

A-9) No.

All other terms and conditions to remain unchanged.

Dated this 12th day of August, 2005

Purchasing Department,

Vince M. Mejer
Purchasing Agent